

# GARDA VETTING POLICY & PROCEDURE

Garda Vetting (GV) will be conducted on the following basis within Irish Gymnastics (IG).

## COMMENCEMENT

- *If an individual is applying for membership to IG, membership will be granted subject to the successful completion of IG recruitment procedures including the Garda Vetting process where applicable.*
- *IG will issue where applicable a GV form directly to any individual when a Club inputs members into the membership system.*
- *When an individual receives a Garda Vetting Letter of Acceptance from IG, it should be passed to the Club. Any new member of a Club should have a probation period where they are monitored in their role even following evidence of their Garda Vetting Acceptance letter.*
- *The IG Policy & Welfare Officer will act in the capacity of the Authorised Signatory (AS) and as such will be fully trained by the Garda Vetting Unit in that capacity.*
- *Failure by an individual to complete and return a Garda Vetting form to the AS may result in a revoking of membership by IG.*

**NOTE** As part of each Club's recruitment process, it is the responsibility of the Club to ensure that every individual applying for membership who will be in the company of and who may have unsupervised access to young people (i.e. coach, administrator etc. who may be present at activities such as training sessions, competition home or away, weekends away, club camps) will provide a Garda Vetting Letter of Acceptance from Irish Gymnastics or has completed a Garda Vetting Form and the form is being processed by the Garda Central Vetting Unit (GCVU) or has been advised by the Club that when they are entered in the membership system a GV form will be issued to them for completion by IG.

Members should notify IG or may be asked annually if their circumstances have changed since they last completed an Irish Gymnastics Garda Vetting form.

Each vetting form will be issued with a "return envelope" addressed to the 'AS' marked confidential.

## IMPLEMENTATION & MANAGEMENT

Two Irish Gymnastics Committees will be annually appointed by the Board of Control (BOC) to manage GV related issues.

The Board of Control's area of responsibility is to annually appoint/co-opt the relevant people with the necessary skills to these Committees. In doing so the Board of Control delegates full power to the committees. The new Committees will have the power to take action as required and make decisions and issue those decisions regarding membership of IG to the individuals concerned.

### 1. ***Membership Vetting Control Committee (MVCC)***

*Under IG Garda Vetting procedures this committee will consider an individual's membership or suitability for an IG role where we receive a statement with convictions/prosecutions, pending or completed in ROI/elsewhere.*

*Composition of this Committee will be as follows...*

- *Board of Management (BOM) nominees X 2 (one acting as Chairperson, nominees will exclude President & CEO)*
- *BOC nominees X 2 (nominated from the elected members of the BOC)*
- *External Individual X 1 (selected from a panel held by PWO)*
- *IG Policy Welfare Officer (with no voting rights) in an advisory capacity and acting secretary to MVCC Committee*

*In terms of Garda Vetting issues the MVCC will not be provided with the individuals name/address but purely referred to as a case number and the stated disclosure.*

*Additional functions to the above may be added to the remit of this Committee.*

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## 2. ***Membership Vetting Appeals Committee (MVAC).***

*If membership is rejected by the MVCC and the individual disputes any detail contained in the Garda Vetting Disclosure issued to the AS or disputes the decision on their membership rejection and wishes to formally appeal then the individual should outline the exact nature of their dispute and submit it in writing to the AS:*

- *The appeal may be against their membership rejection – MVAC then meets to discuss.*
- *The appeal may be against the Conviction, if so the AS will submit the report received from the individual along with the individuals original Garda Vetting Form to GCVU for further checks.*

*At the conclusion of the appeal procedure a decision will be made by the MVAC in respect of the suitability of the individual to work within IG.*

*Composition of this Committee will be as follows...*

- *BOC nominees X 2 (nominated from the elected members of the BOC)*
- *External individual nominee X 1 (selected from panel held by PWO)*
- *IG Policy Welfare Officer (with no voting rights) in an advisory capacity and acting secretary to MVAC Committee.*

*Additional functions to the above may be added to the remit of this Committee.*

**PLEASE NOTE: No one individual can be a member of both committees.**

### **ADDITIONAL INFORMATION:**

- **An Garda Síochána ‘Code of Practice for Authorised Signatories and Registered Organisations for Garda Vetting’ states that they reserve the right to withdraw registration from Authorised Signatories and/or registered organisation for Garda Vetting if there are breaches in the ‘Code of Practice’.**
- **A general progress report on Garda Vetting can be provided to the BOC.**
- **Processed forms by the GCVU will on their return to IG contain a statement that there are no convictions recorded against an individual in ROI or elsewhere or a statement of all convictions and/or prosecutions successful or not, pending or completed in ROI or elsewhere.**
- **Garda Vetting will be conducted in respect of individuals over the age of 18 on their written authorisation. If necessary Garda Vetting will be conducted on individuals between the ages of 16–18 on their written authorisation and of the parent/guardian of the individual (IG may have individuals working/coaching with young people in this age bracket). Garda Vetting will not be conducted in respect of individuals under the age of 16.**
- **On a random basis members of Irish Gymnastics may be re-vetted as we continue to implement best practice in our work with and on behalf of children and young people**
- **All Garda Vetting disclosures should be managed within a legislative, human rights and natural justice frame-work.**

# GARDA VETTING FLOWCHART

